

"Despite what politicians, the press, and the public may believe, Federal employees are remarkably competent and dedicated....

...with only a few exceptions.



Dealing With Performance and Conduct Issues

A Two-Day Seminar for Federal Supervisors, Managers, and Union Officials

August 21-22, 2019 **8:00 - 4:30 (Limited to 30 participants)**

Location: ***PJJK Federal Building Room 4-127***

Open-Enrollment Cost ***\$350.00 per person***

Contact: ***206-930-1296 or robbie@trainingfeds.com***

Upon leaving this seminar, you will:

- Have a framework for deciding when action is and isn't appropriate.
- Know when to use disciplinary vs. performance procedures.
- Be aware of disciplinary options from reminders to removals.
- See where and how management may be reluctant to use discipline.
- Understand how penalties are arrived at and defended.
- Know the elements of proving discipline cases to judges and arbitrators.
- Recognize the limited circumstances where Unacceptable ratings apply.
- Understand the basic provisions of a "performance Improvement plan".
- Know how user-friendly the government's probation program really is.
- Recognize matters where a mediator may be of real assistance.
- Walk away with an arsenal of legal and common-sense options.

Your Instructor: Robbie Kunreuther is a former Labor and Employee Relations Specialist with the Department of the Navy. He has the practical experience of dealing with performance and conduct issues in a very large Federal activity and represented the Navy in cases before the MSPB, labor arbitrators and the EEOC. Robbie also has the perspective of an author and certified mediator.

*"Class was well organized and real-life examples were very instructive.
Information given was very practical and legal foundations were well covered.
This course provides real tools to tackle real problems managers routinely face."*

The Honolulu-Pacific Federal Executive Board
presents an open-enrollment seminar:
Dealing with Performance and Conduct Issues
August 21-22, 2019

Registration

Please Print

Name: _____

Agency: _____

Address: _____ City/Zip: _____

Email: _____

Phone: _____

Payment Methods (PLEASE ENSURE PROMPT PAYMENT)

- 1) Check made payable to Government Personnel Services
- 2) Visa/MasterCard (please complete the required information below)
- 3) Agency Training Form (1556, 182, etc.)

Card Number:

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Expiration Date: ____ ____/____ ____ Visa ____ or MasterCard ____

CVV Security Code (found on back of card by signature): ____ ____ ____

Total amount to be charged to card: \$_____

Name of Cardholder: _____

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Phone number of Cardholder: _____

If you need any more information or want to submit this this form, contact:

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Seattle, WA 98144
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Email: robbie@trainingfeds.com
www.trainingfeds.com

Comments From Previous Honolulu Classes

“Robbie did a great job of presenting the information. I had obtained a master’s degree in Human Resources and Robbie did much better at teaching the subject than any of my professors. I really enjoyed this training and will use it on the job.”

“The instructor kept the class of 30 on track which in my experience, is a major undertaking and should be commended. The instructor was very clear in his explanations. I learned more in this one class than I’ve learned in three previous classes.”

“Class material/workbook very handy and lots of room to write notes. Will definitely be a great reference in my work in HR, especially when our ER Advisor is in Washington, DC. Robbie is an excellent instructor and very knowledgeable/expert in dealing with performance and conduct issues. Enjoyed his lecture style with real-life and role-playing situations that kept my attention throughout the two days of the class! Thank you!”

“Great course and material was presented in a way that was very informative. Use of scenarios and exercises was very helpful emphasizing course material. Robbie is a very personable and entertaining presenter. His experience and knowledge of the material is very impressive. His passion for the field was also obvious. I highly recommend the HPFEB pursue additional course offerings. Well worth the investment.”

“Learned a lot about a subject for which I thought I was well versed. Very good job by instructor to present material in a way that made it soak in. Use of case study material especially helpful.”

“The examples and discussions were extremely helpful. Robbie provided phrases and tools that I will use in future interactions with employees. PIP process was clearly laid out. Recommend this type of class be offered to new supervisors to provide the tools they would need to appropriately address issues.”

“Robbie is masterful at his craft. Knows the subject matter well. Made the class fun and entertaining. I will be a much better person for attending this class. Robbie had all of us laughing both days. That is why the class was so entertaining.”

“Robbie is an excellent instructor with deep knowledge of the subject matter and an effective skill set to present the information in an easily comprehensible manner.”